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**SRPL Board Continuing Education Committee  
Recommendations to the Board  
Revised October 12, 2011**

1. **Definition of a Continuing Education Credits (CEC)**—A CEC should be equivalent to one hour of an approved course of instruction if provided by a college, university, NJDEP or other state agency or, recognized and qualified professional organization (such as the LSRPA, NJWEA, etc.). Note the following for calculation of CEC's by the Board:
  - a. Conferences, conventions, and/or workshops where technical topics are discussed and/or presented generally should not qualify for the 1:1 CEC per hour ratio. The Committee recommends a CEC calculation of one CEC for up to 50% of the total hours of instruction with no more than 8 CEC's for conferences/conventions and/or workshops in a 3-year licensing period. The final determination will be made by the Committee subject to approval by the Board on a case-by-case basis.
  - b. Webinars and other On-line Courses require pre-approval by the Board and would be eligible for 1:1 CEC per hour of instruction; however, in addition to the requirements for Board approval as outlined in Attachment A to this overview, successful completion of an examination is also required at the completion of the webinar or on-line course. A certificate or other confirmation of successful exam completion must be issued to the LSRP by the course provider. The Board will provide additional guidance to webinar and on-line course providers with respect to the examination.
  - c. The Committee recognizes that certain policy issues, such as rounding of CEC's by the Board as part of the course review and approval process, remain to be addressed. The Committee will continue to discuss and deliberate with respect to CEC rounding and other policy issues while the Rules and Regulations are being drafted and will make any necessary recommendations to the Board.
2. **Minimum CEC's Credits**—The Committee recommends a minimum CEC credit requirement of 36 CEC's over a 3-year license period to be allocated as follows.
  - a. **Ethics-** A minimum of 3 CEC's equivalent to one Board-approved course should be mandatory within each 3-year term of the LSRP's Permanent License. Development of ethics course offerings should begin immediately in an effort to make Board-approved courses available to LSRP's within the first year of the Permanent Licensing

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period, if possible. In lieu of the requirement to require an ethics course within the first year of the Permanent License period, the Committee recommends that the Licensure Committee work with the Exam Preparation Contractor to ensure that questions that relate to LSRP ethics are included in the Exam.

- b. **Regulatory**- A minimum of 10 CEC's should be mandatory over a 3-year period.
  - c. **Technical**-A minimum of 14 CEC's should be mandatory over a 3-year period.
  - d. **Discretionary**- A total of 9 CEC's should be taken over a 3-year period that must be selected among the slate of Board-approved courses but which can be within any of the three aforementioned categories, Ethics, Regulatory, or Technical. The Committee encourages each LSRP to focus their discretionary course selection to the subject area that best suits their individual professional development needs with respect to their practice as an LSRP.
3. **Board Approval of Courses and/or Course Providers**—The Committee has prepared a working draft overview of the Board course approval process for review by the full SRLP Board. The working draft Board Approval process is outlined in Attachment A. Note that this is a pre-approval process for course providers and LSRP's. Note, however, that the Committee anticipates that the vast majority of course approval requests will be submitted by course providers given that all of the requirements outlined in Attachment A must be satisfied in order for the Board to review the request.

Attachment A also includes a provision for individual LSRP's to request course approval retro-actively for courses taken within one year prior to sitting for the Permanent License exam. Note that, once a course that will be offered regularly has been approved by the Board, a request for approval does not need to be repeated as long as the course remains unchanged.

Note also that the Committee also recommends development of a Check List keyed to the 10 categories of requirements for course approval requests outlined in Section I of Attachment A (Board Approval Process) in an effort to aid those preparing course approval requests. The Committee opted for a Check List instead of developing a form based on input from the Massachusetts LSP Board which found use of a form to be problematic.

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4. **Mandatory “Core” Courses-** The Committee has discussed the fact that it favors development of a list of Core Courses that are mandatory for all LSRP’s to be taken within the LSRP’s first 3-year licensing period, however, the Committee recognizes that there are logistical difficulties with respect to requiring a list of Courses that may or may not be available to LSRP’s. The Committee also recognizes that the LSRP 3-year licensing period will vary depending upon when the individual takes the Exam therefore a requirement for taking a specific course cannot easily be linked to a given licensing period. In lieu of requiring mandatory or “Core” courses at this time, the Committee recommends that if, at some future date, the Board deems any specific course to be essential for LSRP’s with a Permanent License, that such a requirement be relayed to the LSRP’s along with a specific timeframe within which the course must be taken.
5. **Topics for Courses-** The Committee has discussed the ethics, technical and regulatory topics that should be priorities in the near term, however, further work is required by the Committee prior to making recommendations to the Board.
  - a. The Committee will continue to work with the Continuing Education Training Group established in March 2011 that includes NJDEP and several of the academic institutions and professional associations/organizations that are actively involved in current course offerings and development of new courses.
  - b. The Committee will develop a Check List for use by the course providers and any LSRP that submits a course approval request and will initiate the course approval process so that an initial slate of approved courses can be created in sufficient time to correspond to the timeline for the first offering of the Exam for the Permanent LSRP License.
6. **Tracking and Maintenance of Records-** Tracking fulfillment of continuing education requirements is one of the components of the Continuing Education provision of SRRA. The Committee recommends that the individual LSRP maintain complete and accurate records of their courses, conference, workshops, seminars to document that they have fulfilled the minimum CEC requirements and that such documentation be submitted to the Board at the time of license renewal.

The Committee recommends that together with the Board’s Outreach and Licensure Committees, the Board work to develop an online CEC tracking

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system that individual LSRP's can log onto for purposes of tracking and monitoring compliance with the Continuing Education requirements for their Permanent License. Work to establish the specifications for purposes of soliciting bids from software providers is currently in progress.